

CRISIS

PROCEDURE

MANUAL

bsbps *BUTTE SILVER BOW PUBLIC SCHOOLS*

BUTTE, MONTANA

First Edition-Prepared By School District #1 Disaster Planning Committee

Butte High School

(school name to be filled in here)

(This page will be replaced with a new
cover page when plan is approved and
ready for printing)

















April, 1999

BUTTE SILVER BOW PUBLIC SCHOOLS
CRISIS PROCEDURE MANUAL
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SCHOOL DISTRICT #1 DISASTER PLANNING COMMITTEE

 **Paula Lynch, Principal, Chairperson**
 **Joni Hope, Trustee**
 **Ed Heard, School Attendance Officer**
 **Jack McCormick, Personnel Director**
 **Rick Kravas, Auxiliary Service Director**
 **Mel Rauch, Transportation Director**
 **Jim Hope, Vice Principal**
 **Archie Arnston, Teacher**
 **Doris Walden, Teacher**
 **Ron Kuecks, Counselor**
 **Betty Lester, Counselor**
 **Les Thiessen, Enginner**
 **Dan McVeigh, Engineer**
 **Rose Garvey, Principal, School District #3**
 **Christie Donaldson, Parent**
 **Wilma Puich, BSB Disaster & Emergency Services**

BY MY SIGNATURE I CONCUR WITH THE ADOPTION OF THIS PLAN:

School District #1 Superintendent

Date

Name

Department of the Sheriff

Position

Name

Position

Date**Department of Disaster & Emergency
Services**

Name

Position

Date**School District #1 Board of Trustees**

Name

Position

Date**Department of Director of Fire Services**

Name

Position

Date**District Crisis Procedure Planning
Committee**

Name

Position

Date

AUTHORITIES

House Resolution #20 , 1999

20-1-401, MCA

20-6-501, MCA

10-3 Part 101-115, MCA

March 23rd, 1984

May 1999

Legislative Session

Fire Drills and Safety Patrols

Definition of Various Schools

Disaster & Emergency Services Act

Butte/Silver Bow Disaster Plan

**School District #1 Emergency Response
Plan**

BUTTE SILVER BOW HAZARD ANALYSIS

HAZARD ANALYSIS 1993

1. EXTENDED COLD
2. EARTHQUAKE
3. WATER POLLUTION (IN)
4. NUCLEAR ATTACK
5. HAZARDOUS MATERIAL (TRUCK)
6. WINTER STORM
7. BOMB THREAT (EXPLOSION)
8. FLOOD
9. MEDICAL STRUCTURE COLLAPSE
10. COMMUNICABLE DISEASE
11. STRUCTURE FIRE
12. PASSENGER PLANE CRASH
13. HAZARDOUS MATERIAL (FIXED POINT)
14. SMALL PLANE CRASH
15. HAZARDOUS MATERIAL (RAIL)
16. CIVIL DISORDER/TERRORISM
17. WATER POLLUTION (OUT)
18. VOLCANIC ASH
19. DROUGHT
20. MASS CASUALTY INCIDENT
21. WILDLAND FIRE
22. TECHNOLOGICAL DISASTER
23. TERRORIST OR HOSTAGE SITUATION

SCHOOL DISTRICT #1 PHONE NUMBERS

SUPERINTENDENT OF SCHOOLS:

Kate Stetzner.....496-2005

BUTTE HIGH SCHOOL....496-2030

Bob Holman

EAST MIDDLE SCHOOL..496-2060

Bill Bartholomew

ELEMENTARY

SCHOOLS:

EMERSON.....496-2080
Bob Heard

GREELEY.....496-2090
Chuck Boyle

HILLCREST.....496-2120
Paula Lynch

KENNEDY.....496-2160
Dan Rosa

LONGFELLOW.....496-2170
Chuck Wills

MARGARET LEARY.....496-2100

WEST ELEMENTARY.....496-2130
Betty Merrifield

WHITTIER.....496-2110
Tom Carter

MISC. SCHOOLS

ALTERNATIVE SCHOOL...496-2150
Ed Carlson

SUPERINTENDENT OF COUNTY SCHOOLS:
Bob Kelly.723-8262 X-235

RAMSAY, DISTRICT #3.....782-5470
Rosemary Garvey

DIVIDE, DISTRICT #4267-3347
Maryann Smith

MELROSE, DISTRICT #5 ...835-2811
Marcy Busch

SUPPORT PROGRAMS

DIR. OF BUS. AFFAIRS.....496-2009
Jack Richardson

AUXILIARY SERVICES. . .496-2181
Rich Kravas, Dir.

SPECIAL EDUCATION.....496-2105
Dick Carlson, Dir.

TRANS/BID/MAINT.....496-2185
Mel Rauch, Dir.

CURRICULUM OFFICE.....496-2141
(Vacant)

ADMINISTRATION BLD....496-2000
All Personnel

POLICY STATEMENT OF THE SUPERINTENDENT

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and life, health, and property of students, faculty, and staff in emergencies.

A comprehensive, concise, and specific plan has been developed and coordinated to cover emergencies and will consist of a plan for each public elementary and secondary school in School District #1, Butte, Montana. It will include the following buildings, Margaret Leary, Longfellow, Hillcrest, Whittier, Greeley, Emerson, West, Kennedy, East, Butte High School, Transportation, The Warehouse, the Administrative Building, and the Alternative School.

Plans will include checklists with lines of succession and emergency assignments clearly designated. Site-based School Safety teams will meet on a bimonthly basis to develop plans, review logistics, operations, interagency teaming plans for dealing with at-risk students, safety issues, and security plans for the building.

The crisis procedure *MUST* be reviewed and updated annually, prior to the commencement of school each year, by the District Disaster Planning Committee. Any changes will be provided to principals and must be reflected in all procedure manuals immediately. Principals *MUST* review and update annually prior to the commencement of school each year all items directly pertinent to their specific schools.

Kate Stetzner
Superintendent of School District #1

POLICY STATEMENT OF THE PRINCIPAL

Each school's Crisis Plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and property.

The counselor will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Faculty responsibility for implementation of the plan will be assigned by position.

Assignment of duties to specific individuals does not relieve other employees from acting in their areas of responsibilities in emergencies.

At least once a year, within one month after school commences, the principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedure.

A chain of command (Person in Charge) that will include names and phone numbers of the persons to succeed the principal in the event of their absence or incapacitation will be designated in writing and displayed in the office:

STATEMENT OF DISASTER AND EMERGENCY SERVICES COORDINATOR'S RESPONSIBILITY

The Silver Bow County Disaster and Emergency Services Office will coordinate services to assist the School Administration in disaster planning or response.

The Silver Bow County Disaster and Emergency Services will assist school officials in disaster awareness sessions:

1. Collection, analysis and dissemination of information concerning potential disaster.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or their students.
3. Coordination of fire, police, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in the training of school personnel who may require special training as a result of their disaster response assignments.
5. Assistance in dealing with state or federal officials during the recovery phase.

TRAINING POLICY

Under the direction of the school principal or the person he/she designates, a training program will be set up. This program will include training for all employees who work at Butte High School.

The person responsible for training will organize the method to be used, place and time, and will provide the Principal a list of names of those who have completed the training. In case personnel are absent at the time the training is given, a follow-up procedure will be established to insure the training is given, a follow-up procedure will be established to insure that all will be trained in emergency procedures.









The following general objectives will be accomplished by the training officer:

1. The training officer will certify in writing to the Director that all personnel have been trained.
2. Personnel of Butte High School will be able to:
 1. Respond to a fire drill and evacuate the school within a minute and follow all other procedures as listed in the emergency plan on fire and evacuation.
 2. Recognize the difference between warning systems for different types of emergencies.
 0. Respond to an earthquake drill and follow all procedures as outlined in the Emergency Response Plan on earthquake.
 4. Know how to call for emergency help and know where the emergency phone numbers are listed.
 5. Recognize the procedures to follow if hazardous materials, wind and other types of severe weather, medical, flood, utility failure, bomb threat, civil disturbance, aircraft crash, hostage situation, or any other type of emergency should arise.
 6. Know where emergency and first aid equipment is found in the building and how to use such equipment.
 7. Know where the command center is and understand how the chain of command works.
 8. Know how and where to evacuate the school grounds.
 9. Know and understand the early dismissal plan.











ASSIGNMENT OF DUTIES

Every staff member, principal, teacher, custodian, secretary, nurse, cafeteria manager, and so on has responsibility for performing certain duties in times of emergency.







PRINCIPAL:

-  Ascertain that Crisis Procedure Manual is displayed by each telephone in the building and is in every classroom of the building.
-  Confirm each manual and checklist of current names.
-  Determine command post in your building. Appoint a person to stay by the phone.
-  Assign written chain of command in your building. Alert personnel to their role.
-  Review Crisis Procedure Manual with staff at the beginning of the year.
-  Direct the evacuation of the building, using fire signals and other procedures as required, in the event of fire, threat of explosion, following the cessation of earthquake tremors, or after danger of a tornado has passed.
-  Arrange for the physical transfer of students when their safety is threatened by flood, approaching fire or other such peril.
-  Issue orders to teachers to move students to designated areas of safety with the school, when such action is deemed necessary.



TEACHERS:

-  If advised by Person in Charge, stay in your room.
-  Immediately take roll count of students.
-  Take protective action if building is threatened.
 - Keep children away from outside walls and windows.
 - Take shelter under desks, tables and heavy furniture.
 - Move from under light fixture and other suspended objects.
 - Shut off or disconnect any electrical or gas operated appliances.
 - Be alert to any developing threats such as broken water pipes or electrical downed wires.
 - Be prepared to evacuate, following the fire drill plan.
-  Direct the evacuation of his/her students to the designated assembly area.
-  Give the *DROP* command during an earthquake or in the event of possible tornado.
-  Take roll when the class regroups at the designated assemble area.
-  Report to principal, the name of any students who are unaccounted for.
-  Do not re-enter the building until authorized to do so.
-  Do not light fires or touch any fallen wires.
-  Be alert for instructions from Person in Charge.




ENGINEERS:

-  Cut off electricity, gas and water supplies *ONLY* if directed to do so by Person in charge.
-  Following an earthquake or crisis that could damage the building, survey the school plant and report damage to the principal or person in charge (always have two people involved in the initial damage assessment).
-  Direct and assist in rescue operations, as required.
-  Direct and assist in firefighting activities until regular firefighting personnel take over.
-  Disburse emergency equipment, as needed.
-  Take steps necessary to conserve usable water supplies.


SECRETARIES:

-  Assist principal as needed.
-  Provide for the safety of essential school records and documents.

BUS DRIVERS:

-  Issue the *DROP* command as appropriate when an emergency occurs while students are on the bus.
-  Effect the transfer of students to different locations when directed to do so by the principal.
-  Assist the other emergency services, as assigned by the principal, when not involved in the foregoing activities.

OTHER SCHOOL STAFF: (custodians, janitorial, hot lunch workers, teacher aides)

-  Will handle telephones, monitor radio emergency broadcasts, act as messengers and carriers when directed to do so and be available to the principal, person in charge and teachers.

ALARM SIGNAL PROCEDURES

6. FIRE ALARM:
Continuous ringing of buzzer. (Fire alarm bell)
7. ALL CLEAR:
Wave green flag for return to building after evacuation.
8. EARLY CLOSING OF SCHOOL:
Special instructions over intercom or with a runner.
9. EARTHQUAKE:
No audible signal. Teacher directed instructions during a quake to take cover.
10. BOMB THREAT:
NO ALARMS OR INTERROOM SYSTEMS CAN BE USED. Principal will send runners to all staff and state 🖐️MRS. BOOM REQUIRES THE BUILDING TO BE EVACUATED.🔊
11. FALLEN AIRCRAFT:
Fire signals to evacuate building.
12. CIVIL DISTURBANCES:
Open intercom and announce 🖐️Mrs. Gangly please report to the office.🔊 Use runners to relay messages.
13. TERRORIST OR HOSTAGE SITUATION
Use intercom or runners to relay messages to/from office. Use runners to relay messages to other classes. Code word: *SEAGULL*.

14. OTHER:

In the event of unforeseen emergencies requiring evacuation, the fire alarm will be used.

TRANSPORTATION PROCEDURES

In the event of a disaster or emergency, the Superintendent, acting under Board Authority, may close the schools and arrange transportation for bus students. Schools affected will be advised by the Superintendent's office as to the option to exercise depending on the nature of the disaster.

OPTIONS:

15. Immediate closure of specified schools and transportation of the students either to their homes or to alternate locations.
16. Placement of school buses at predetermined schools in readiness to transport should the situation require.
17. Holding of students at schools and provision of shelter at school.
18. Acceleration of regular transportation schedule. Run the regular routes but ahead of schedule with no deviations.

SCHOOL BUS ACCIDENT:

In case of a school bus accident carrying students from your school, we caution you to take *NO ACTION ON RUMOR ONLY*. As soon as possible, the transportation department or other appropriate school administrator will provide you with an accurate verbal incident report gathered by a reliable source (bus driver, police) at the accident scene.

Please report content and source of *ANY* rumors of the accident to the Superintendent's office so we may dispel any inaccurate information to the public.

PUPIL DISMISSAL PROCEDURES

Once the dismissal order is received from the proper school authority, the principal or designee will:

19. Relay dismissal instructions to every classroom by most rapid and efficient means. Students will follow the building procedures utilizing the buddy system. Staff will leave building with a classroom role list to check for student attendance. A classroom role list will be contained in classroom emergency kits.
20. Review dismissal procedure already provided to parents to assure that it will be followed. The procedure should provide guidance regarding parents who have made special arrangements for care in the event the parents are not home.
21. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
22. School principal may request assistance from Administration to assure that students disperse from the school building to minimize hazards and reduce congestion.
23. All dealings with the news media and the public must be handled through the Principal or Superintendent's office.

RELEASE OF STUDENTS TO PARENTS

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Any long term sheltering for earthquake, hazardous material incident, terrorist incident, will require the parental release form, completed at the beginning of the school year by a parent or legal guardian of every student, to be utilized. The adults listed on this form will be the only adults the student will be released to. Any other adult showing up may stay with the student, but they will not be permitted to leave with them.

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

PARENT RELEASE FORM

TO: Parents of _____ School

Dear Parents:

In the event of an emergency school closure, we are asking that you sign this release form giving alternate individuals permission to take your child home.

If for some reason, you will not be home, it should be understood that your child will be kept at the _____ of the assigned individual until you pick him or her up.

It is very important for the safety of your child that he or she is aware of this arrangement and that your alternate agrees to assume the responsibility.

Child's Name	Teacher's Name	Grade	Room #
Alternate #1	Alternate #two		
Name: _____	Name: _____		
Address: _____	Address: _____		
Phone: _____	Phone: _____		
Parent/Guardian's Signature: _____			

COMMUNICATIONS PROCEDURE FOR PERSON IN CHARGE

STEP 1 EMERGENCY SERVICE.....911
(POLICE, FIRE, AMBULANCE, SHERIFF, DISASTER EMERGENCY
SERVICES)

TELL DISPATCHER

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DESIGNEE CAN BE FOUND AT ALL TIMES). REMAIN THERE UNTIL HELP ARRIVES.

POISONS CONTROL 1-800-525-5042
AMBULANCES 723-3132
HOSPITALS 723-2500
POLICE STATION 782-4224
ENGINEER CELL PHONE
ENGINEER HOME PHONE

STEP 2. If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and district administration, with instructions to relay progress as soon as possible. *SEND A COPY OF THE SCHOOL REGISTRATION FORM WITH THE EMERGENCY CARE PERSON.*

STEP 3 *IMMEDIATELY REPORT CRISIS TO:*

School District #1 Superintendent
School District #1 Secretary
(If Superintendent is not available, contact person listed under Step 4).

The Superintendent will alert the following:
Personnel Director. 496-2007
Director of Business. 496-2009

The administrator alerted to the crisis will be responsible for completing the notification process at the Administration building.

MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore *MUST BE AVOIDED.*

PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE:

After calling emergency services and following safety procedures for your building, it is imperative that employees IMMEDIATELY relay factual information regarding any emergency or disaster to the Superintendent's office. (This phone will ALWAYS be answered).

The Superintendent's office will notify other school district people determined necessary to respond to the emergency.

If the Superintendent and Personnel Director are not immediately available, *ONLY* a trained member of the school's Safety Team (Principal) may release preliminary, factual information on the crisis. Additional information will be released by the Superintendent, his/her designee or the Personnel Director as soon as it has been corroborated. Please refer *ALL* media to them.

CRISIS MANAGEMENT TEAM Building Chain of Command (Person/s in Charge)

<u>Bob Holman</u> Building Principal	<u>723-6614</u> Home Phone	<u>490-4441</u> Cellular Phone
<u>Dan McVeigh</u> Building Engineer	<u>723-5813</u> Home Phone	<u>None</u> Cellular Phone
<u>Ron Kuecks</u> Counselor	<u>782-8723</u> Home Phone	<u>None</u> Cellular Phone
<u>Lorrie Roberts</u> Secretary	<u>723-4414</u> Home Phone	<u>None</u> Cellular Phone

When in a **CRISIS MODE** every action must be communicated immediately to all members of the Crisis Management Team.

PROCEDURES FOR EVACUATION TO ALTERNATE FACILITY

In the rare event an alternate site is needed, a phone call *MUST* be made to alert the people in the alternate facility. If the alternate location is not a school, a **Hold Harmless Agreement** will be signed by the school district and property owner assuring them that students will be supervised by district employees while on the premises and that we have insurance to cover any injuries or property damage while the students are at their facility. Property owner, school, and administration building will each have copies of the agreement. (See document section for Hold Harmless Agreement and Alternate School Assignment).

****Special need students/adults will need special transportation. Make arrangements following instructions under a tab **References Unique to Your Building**.**

Admin. Bldg.	S - Alternative School E - Butte High NW - Kennedy W - West Elementary SE - Bus Barn SE - Warehouse	East Middle	W - Montana Tech SE - Bus Barn N - Greeley W - Emerson S - Whittier
Butte High	W - Butte Central S - Alternative School E - East Middle	Emerson	NW - Butte High NW - Bus Barn N - Alternative School S - St. Johns Church

Greeley	S - Longfellow	Kennedy	W - Montana Tech
	E - Whittier		SE - Butte Central
	N - Bus Barn		S - Butte High
	NE - Warehouse		S - West
Hillcrest	S - East Middle	Longfellow	S - Alternative School
	W - Emerson		W - Ramsay School
	SE - Whittier		SE - C.C.C. Excel
	N - Butte High		NE - Big Butte Fire Dept
	W - Bus Barn		S - Margaret Leary
	S - Warehouse		E - Hillcrest
	W - Whittier		N - Emerson
	W - Longfellow		NW - Alternative School
	S - High Altitude Center		SW - Mormon Church
	S - Mormon Church		N - Longfellow
	N - Warehouse	Margaret Leary	E - U.S. Jet
			N - Emerson
			NW - Alternative School
			E - High Altitude Center
			E - Mormon church
			N - Bus barn
			N - Montana Tech
			N - Kennedy
			E - Butte High
			S - Alternative
		West Elementary	NE - Butte Central
			E - Bus Barn
			W - Ramsay
			N - East Middle
			S - Hillcrest
			NW - Emerson
			SW - Longfellow
			NW - Bus Barn
			N - Warehouse
			E - West
		Whittier	Elementary
			N - Anaconda Schools
			E - Montana Tech
		Ramsey	

EMERGENCY TRANSPORTATION FOR SPECIAL NEEDS

Children and adults with special needs will be transported by car to the alternate emergency site. A buddy system will be utilized. Teacher's aides within the school building will designate a driver and self-transport themselves to the alternate emergency site.

Staff needing special transportation will be responsible for transporting themselves to the alternate emergency site. Staff will make prior accommodations for the students that need special transportation. These accommodations will be made for each student at the start of each new school year.

FIRE DRILL

24. At the sound of the fire alarm, all students must walk as rapidly as possible into the hall and out the exit nearest their room without crowding or running. The teacher will bring along a classroom roster, leave the lights on, and will close the door.
25. The first pupils outside must move away from the building so they do not block the exit for those following. When outside, students should report to their designated meeting area.
26. Teachers are responsible for seeing that students move away from the building, crossing the street when necessary to clear the area.
27. The principal of each building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision.

RE: 20-1-401 MCA

There must be at least eight drills a year in a school. At least four of these drills must be fire exit drills. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

BOMB THREAT PROCEDURES

EMPLOYEE RECEIVING THE THREAT:

- 1) Complete the Bomb Threat Check list under the phone or attached and notify their principal, his/her designee, or the person in charge of the building immediately
- 2) The person in charge will immediately notify the 9-1-1 center and the Superintendent of Schools
- 3) If the bomb threat caller indicates the bomb will be activated immediately, the person in charge of the building will order an immediate evacuation
- 4) If the bomb threat caller does not indicate the bomb will be activated the decision to evacuate can wait until Law Enforcement arrives to implement the Law Enforcement Bomb Threat Procedures
- 5) The building alarm system and radios will be not be sued for any reason until given the all clear to do so by the school principal, his/her designee or person in charge of the building

DECISION TO EVACUATE THE BUILDING:

- 1) The principal or his/her designee or the person in charge of the building is the only person authorized to evacuate a school building. Evacuation will be considered under the following circumstances:
 - a) When the Principal, designee orders the evacuation of the building
 - b) When authorized law enforcement officials strongly recommend that the principal evacuate the building or
 - c) When failure to evacuate is anticipated to increase the threat to health and safety of staff and students
- 2) Once law enforcement has established an Incident Command Post the principal will serve in the C.P.

EVACUATION PLAN:

If evacuation is necessary the principal will immediately send runners to notify every staff person in the building to evacuate. **NO ALARMS OR INTERCOM SYSTEMS CAN BE USED.** The staff will be advised to evacuate by using the code words **☞ MRS. BOOM** requires the building to be evacuated~~☞~~. They will also be advised to complete a quick search of their area looking for any unusual objects such as packages, pipe, exposed matchbooks, wire or string attached to unknown object etc.

- 1) Students and staff will be directed outdoors to designated **☞ safe☞** areas at least 300 feet away
- 2) Students and staff will be directed to exit the building without opening or closing windows, doors, or lockers or altering desks, shutting off or on lights switches
- 3) Teachers shall remain with their students and be responsible for their supervision
- 4) All persons directed outdoors will remain there until directed by the principal to return to the building
- 5) Students will not be dismissed from school until the end of the school day, unless so directed by the principal in compliance with direction of the Superintendent of Schools

BOMB THREATS WHICH DO NOT REQUIRE EVACUATION:

If the nature of the bomb threat does not warrant evacuation the following procedures will be implemented:

- 1) School activities shall be continued as normally as possible
- 2) Teachers shall remain with their students and be responsible for their supervision
- 3) The principal, in concert with public safety officials, shall implement a building search
- 4) Key staff members may be utilized to search the building room by room

SEARCH OF THE BUILDING:

If a building wide search is to be made, the person in charge of the building shall select a search team familiar with the layout of the building to conduct the search:

- 1) The building will be searched by a team from the school which should include the janitor or engineer
- 2) The building should be searched using the procedures outlines on page 21 **☞ Building Search Techniques☞**
- 3) During the search safety precautions should be strictly adhered to
- 4) At no time should any radio transmissions or alarm systems be allowed in or around the building
- 5) **Don't** adjust lights, air conditioning, or heat
- 6) Areas where a search has been completed should be marked to avoid duplication of the search
- 7) If the building has been searched, and if nothing is found, the person in charge will state, **☞ No bomb has been found.☞ NEVER ADVISE THAT THE BUILDING IS SAFE. NO SEARCH IS PERFECT.**

The person in charge of the building will make the determination to order re-entry into the building based on consultation with the Command Post personnel. Runners will be used to notify staff that they can re-enter.

THREAT CALL CHECKLIST

DON'T HANG UP THE PHONE (USE ANOTHER PHONE TO CALL POLICE)

Record the EXACT WORDS USED BY THE CALLER _____

-

ASK:

WHAT TIME IS IT SET FOR? _____

—

WHERE IS IT? _____

-

WHAT DOES IT LOOK LIKE? _____

—

WHY ARE YOU DOING THIS? _____

-

WHO ARE YOU? _____

VOICE ON THE PHONE CHECKLIST:

MAN _____ WOMAN _____ CHILD _____

INTOXICATED _____ SPEECH IMPEDIMENT _____

ACCENT _____ OTHER _____

BACKGROUND NOISE CHECKLIST:

MUSIC _____ CHILDREN _____ TALK _____

AIRPLANES _____ TRAFFIC _____ MACHINES _____

OTHER _____

DON'T HANG UP PHONE (USE ANOTHER PHONE TO CALL POLICE)

POLICE NUMBER: 9-911

Person receiving call, *IMMEDIATELY NOTIFY AUTHORITIES AND GIVE ABOVE INFORMATION, THEN NOTIFY PERSON IN CHARGE AND ALERT SUPERINTENDENT'S OFFICE.*

DATE: _____

TIME OF CALL: _____

PERSON RECEIVED BY: _____

Distribute copies *IMMEDIATELY* as shown below:

cc: Immediate Supervisor

Superintendent's office

****The Secretary will use a flag and/or note to notify staff****

Building Search Techniques

The building search should be conducted by school personnel familiar with the layout of the building. It is important that school personnel be utilized for the building search in that they will be familiar with what objects belong in a certain area. Law enforcement personnel may be utilized to coordinate the search and assure that all areas of the building are covered.

Any room can be thoroughly searched by utilizing a planned search procedure. This procedure can be put into effect by appointing search teams familiar with certain parts of the building. A two man search team can completely cover an entire room with a thorough search in a short time if this procedure is followed.





As the team enters a room they should stop and get accustomed to the noises inside the room. This will assist the members in hearing foreign sounds, such as a clock mechanism, as they move throughout the room.

The room is then divided evenly as to the amount of items to be searched in each section. Usually a diagonal division will best divide the room. The team members should start the search back to back, cover the walls; and then work toward the center of the room finally arriving back at the starting point. The room should also be searched in sweeps at different heights to insure the coverage of all items. These heights are as follows:

1. FIRST SWEEP: Floor to waist. This sweep will be the most time consuming, and will cover items such as furniture, cabinets, air conditioning ducts, base board heaters, etc.
2. SECOND SWEEP: Waist to chin. This sweep should cover items such as pictures, bookcases, tall lamps, etc.
3. THIRD SWEEP: CHIN TO CEILING. This sweep should cover items such as high mounted air conditioning, hanging lamps, etc.
4. FOURTH SWEEP: Ceiling and above. This sweep should include speaker systems, ceiling mounts for lighting fixtures, etc.

It should be obvious that all rooms will not require all four sweeps for a thorough search. All search team members should be reminded that they are looking for anything foreign to the room. Remember, ☺Bombs very seldom appear to be bombs☹. They can come in anything from a suitcase to a cigarette package.

WEAPONS ON GROUND OR IN THE CLASSROOM

1. Stay Calm
2. Talk softly
3. No quick movements
4. If possible, have students get on the floor
5. Try to get suspect out of room. *DO NOT PROVOKE ARMED PERSON IN ANY WAY!*
6. Try to bargain to allow students to leave. *USE YOUR JUDGEMENT!*
7. Acknowledge suspect's concerns.
8. If you hear a shot:
 -  Stay away from windows
 -  Students take cover
 -  Close your door
 -  Wait for instructions

INTERNAL THREAT

LOCK DOWN

ANNOUNCEMENT: This is a lock down! Teachers secure your classrooms and take proper procedures.

1. Teachers will lock their classrooms and otherwise secure their work areas. Any student outside of a classroom will be brought into the nearest classroom and kept there until the situation is over.
2. Check roll, account for all students and add the names of any student that was brought into your classroom.
10. From the time that the door is locked, maintain as normal a class as possible. Keep students in their seats away from windows and as quiet as possible.
11. The administrative staff and Special Resource Officer will check and secure all bathrooms. If students are in these rooms they will be taken into the closet secure classroom and kept there until the situation is over.
12. If an emergency occurs during lunch, the students will be taken into the nearest safe area, either the gym or back into the cafeteria. The teachers and staff on lunch duty will remain with the students until the situation is secure. Students who are in classrooms during the lunch time will be kept there until the 🕊️all clear.🔊
13. Only the principal or the administrator in charge can give the 🕊️ALL CLEAR.🔊
Every teacher should document any activity that occurred during the emergency situation and offer suggestions as to how things could have been better managed.

TORNADO

While considered a remote possibility, tornadoes have occurred in the Butte area and must be included in the overall School Safety Plan.

Information regarding tornadoes will be broadcast on the Weather Alert Warning Radio.

1. TORNADO WATCH: means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - a. If a TORNADO WATCH is declared, be prepared to evacuate quickly and be alert for special instruction.
2. TORNADO WARNING: means a funnel cloud has actually been sighted. The approximate location and distance of travel are usually given when the warning is broadcast.
3. The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type structure is not available, take these precautions:
 1. Stay away from windows.
 2. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor possible.
 3. Avoid auditoriums, gyms or any room with a wide free span roof.
 4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

FLOODS

In general there will be advance warning of an impending flood.

Stay in building until further notified.

Prepare to evacuate to alternate sites.

If time allows secure classroom.



put all books and equipment on shelving







Close windows

PLANE CRASH

Be prepared to evacuate, if advised to do so, following fire drill plan, with possible modifications.

FALLEN AIRCRAFT

2. If an aircraft falls near the school, the following will be accomplished:

-  The Superintendent or principal will ascertain which action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the principal.
-  All students and staff will be kept at a safe distance allowing for possible explosion.
-  If possible, the superintendent or principal will determine whether the aircraft is military, commercial, or a private plane.
-  The principal will direct further action as required.

HAZARDOUS MATERIAL SPILLS

KEEP STUDENTS INSIDE

The main threat is noxious fumes.

2. Close all doors and windows.
3. Turn off all ventilation, including furnaces, air conditioning, vents or fans; anything through which polluted outside air could get into the building.
4. If you think dangerous fumes are entering the building, cover your nose and mouth with a wet cloth or towel, which will serve as a filter, and take quick shallow breaths. Cloth/towels will be found in each classroom emergency kit.

IF OUTSIDE:

5. If you can't get into a building or vehicle, move perpendicular (crosswind), so the wind is blowing from your right or left, *NOT INTO YOUR FACE OR AT YOUR BACK*. If possible, cover nose and mouth with your clothes or any fabric handy.
6. Don't step in spilled material.

UNEXPECTED EXPLOSIONS

7. When advised by Person in Charge, evacuate building using fire drill plan, with possible modifications.
8. Proceed to alternate site for your school. (See Alternate School Location information).
9. If possible, students will be sent home by walking or bus, or parents can pick them up at the alternate location. Information on student pickup will be supplied by the school administration and broadcast on radio and television.

*** SEE PAGE 13 FOR PUPIL DISMISSAL AND RELEASE OF STUDENT INFORMATION.**

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

IF INSIDE:

10. **DON'T PANIC.** If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
11. To protect from falling objects, take cover in this manner:
 1. Get beneath a desk table or bench. If possible, cover head with coat or other clothing to minimize injury.
 2. If no cover is available, crouch against an inside wall and cover head. Stay away from outside wall, windows, or other expanses of glass.
12. All doors should be left *OPEN* to minimize jamming if the building shifts.
13. Stay put and take the best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against an inside wall or inside a doorway and crouch.
14. Stay covered until given the All Clear.

IF OUTSIDE:

15. Move quickly away from building and away from overhead electrical wires.
16. Lie flat, face down, and wait for shocks to subside.
17. Take roll count of students and report to Person in Charge as soon as it is safe.
18. Do not attempt to enter building until authorized to do so.
19. Do not light fires or touch fallen wires.
20. Be alert for instruction from Person in Charge.

*** SEE PAGE 13 FOR PUPIL DISMISSAL AND RELEASE OF STUDENT INFORMATION.**

SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

21. When advised by Person in Charge, evacuate the building.
22. Proceed to alternate site for your school. (See Alternate School Location).
23. If possible, students will be sent home by walking or bus or parents can pick them up at the alternate location. Information on student pickup will be supplied by the School District administration and broadcast on radio television.

SEVERE STORMS/OTHER WEATHER RELATED EMERGENCIES

24. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
25. Tune to the radio stations for early morning reports.
26. Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report if they are to report for work.
27. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the radio. The Superintendent will determine the action to be taken and advise administration of the procedures being followed.

EMERGENCY RADIO CHANNELS:

KAAR 93..... 494-1030

KBOW 550 AM..... 494-7777
KOPR 94.1 FM.....494-7777
KXTL 1370 FM.....494-4442

EVACUATION FACILITIES/MAPS

HOLD HARMLESS AGREEMENT

In consideration of the use of _____ for a temporary shelter for students during a School district-determined emergency, Butte School District #1 agrees to defend and hold US Jet harmless for any injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location.

The students will be supervised by District employees while on your premises.

You will be notified by the School District before any students are brought to your facility.

PHONE NUMBERS TO CALL:



Property Owner/Agent

Date

Superintendent, School District #1

Date

Copies to:

Property Owner
School File 
School File  Administration Building

To the Families of _____ School:

In our continuing effort to provide for the safety of the children at the _____ School, we have compiled our emergency procedures into a guide. This guide will provide easy access of knowledge of procedures to all school personnel.

School District #1 has recently adopted an Emergency Procedure Policy. This will be incorporated with the Butte School District manual, yet be specific to our site. Our main objective is to attend to the health and welfare of your child/children in the event of an emergency and to see that they get home safely by walking, being bussed or being transported by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will cause inconvenience to all of us. The responsibilities are shared by us as school administrators, member of the
School Safety Team and you as parents.

IN MOST EMERGENCIES YOUR CHILDREN WILL REMAIN AND BE CARED FOR AT OUR SCHOOL. In the rare event of an emergency affecting our school that prohibits a re-entry to the building (such as a broken gas or water main) students and staff will be moved immediately to an alternate site: (to be announced)

WE ASK YOU TO FOLLOW THIS PROCEDURE IF YOU HEAR RUMORS OF ANY SCHOOL EMERGENCY:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency.
2. Please **DO NOT CALL THE SCHOOL!** We have limited phone lines. These *MUST* be used to respond to the emergency.
3. Please **DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving our school will require immediate access to the building by emergency vehicles and disaster workers. Please listen to the radio and

television stations. If you are advised to go to the school or the (alternate site), please follow the safest route for the sake of all parties involved.

Signature of Parent/Guardian

Date

72 HOUR EMERGENCY KITS (OPTIONAL)

ITEMS IN INDIVIDUAL CLASSROOM KITS:

4. Medical kit
5. Port-a-potty enzyme (in a baggie)
6. Bag of candy
7. Flashlight
8. One pair of latex gloves
9. One whistle
10. One light stick (leave in package)
11. One package of hand warmers (come in pairs), leave in package
12. Three solar blankets
0. ☐Sanitary napkins (K-4 grades, ☐ 1/2box, 5-8 grades, one full box)
14. Two rolls of toilet paper
15. Breakfast bars
16. 32 trash bags with 30 cut w/arms and head whole; 2 left uncut for sanitation
17. Work gloves

Items placed in a 4 or 5 gallon plastic bucket with lid, thus waterproofed and easy to carry and label.

Water storage of 24, 12 oz. bottles per class, these are hermetically sealed, thus no rotation is needed.

The only items needing to be rotated are the candy and breakfast bars. Putting them on a supply list along with pencils, crayons, etc. at the beginning of each year will rotate the supply. To eliminate old breakfast bars at the end of each year, have an 🌍Earthquake🌊 drill and in celebration

of no disaster, eat bars on the last day of school after returning to classes.

INDIVIDUAL

SCHOOL

INFORMATION

EMERGENCY SUPPLIES CHECKLIST (TO BE COMPILED BY EACH SCHOOL CUSTODIAN)

EMERGENCY EQUIPMENT IN THE MAIN OFFICE:

- _____ 1 Portable battery powered radio
- _____ 12 Flashlights (with extra batteries)

SURVIVAL SUPPLIES;

- _____ Container and lid (use for toilet)
- _____ Plastic bags and ties (one for each student)
- _____ Disinfectant
- _____ Paper drinking cups
- _____ First aid supplies
- _____ Toilet paper
- _____ Hand soap
- _____ Pail or basin (use for hand washing)
- _____ Books, cards, games, etc., for entertainment
- _____ Water
- _____ Classroom emergency bags

ADDITIONAL ITEMS:

- _____ Exit plans posted in each room
- _____ Bomb threat checklist at each phone

_____Emergency phone numbers verified
_____Classroom roster
_____Date of checklist completion

**FIRST AID/CPR QUALIFIED
(EACH SCHOOL COMPLETES THIS LIST)**

Pam Green

Dave Mason

Steve Donaldson

Wes Peters

Shirley Gordon - Nurse

Ed Lester - SRO

All Health & PE Teachers

FIRST AID SUPPLIES

Full supply in training room and nurses office.

[illegible]

THE ATTACHED ENVELOPE CONTAINS THE FOLLOWING IMPORTANT DOCUMENTS:

- _____Teacher checklist
- _____Student's emergency phone numbers (work & home)
- _____Student roll call list
- _____Special student medical needs information
- _____Hold Harmless Agreement forms
- _____FEMA School Intervention Following a Critical Incident
- _____First aid procedures
- _____Miscellaneous information you feel is necessary for an emergency list
- _____Parent Release Form

MONTANA POWER.....497-3000
DISASTER & EMERGENCY SERVICES.....782-1515
WATER UTILITY DIVISION.....782-2311

REFERENCES UNIQUE TO THIS BUILDING:

*KEEP THIS ENVELOPE CAREFULLY CLOSED AT ALL TIMES
TO KEEP INFORMATION INTACT*